

# Supplementary/Annual Fire Safety Statement

Issued under Part 9 of the Environmental Planning and Assessment Regulation 2000 Division 5  
Development & Environmental Services Group

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541

Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541

council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

## TYPE OF STATEMENT

Supplementary  Annual

### 1 About this form

You can use this form to submit an Annual Fire Safety Statement to Council.

How to complete this form

1. Read the Notes in Section 7 about the requirements for Annual Fire Safety Statements.
2. Please note that fields on this form marked with an\* are mandatory and must be completed before submitting the statement.
3. Once completed you can submit this form by mail, fax, email council@shoalhaven.nsw.gov.au, or in person.
4. The administration fee can be paid in person, by BPAY, by cheque or by credit card (Note. 1% surcharge applies - please call 1300 651 934 or www.shoalhaven.nsw.gov.au).

### 2 Identification of building

Address Number  Street Name \*

Suburb\*  Postcode

Please specify whether your Annual Fire Safety Statement is for whole or part of the building (tick appropriate box)\*

Whole building\*  Part building\*

Description of the building or part of the building to which the Annual Fire Safety Statement relates (if applicable)\*

### 3 Owners details (if a company/organisation further details are also required in section 4)

Title\*  Given name/s\*  Family name\*

Postal Address

Please supply at least one telephone or email below\*

Home  Business/Mobile

Email

### 4 Agent details (person authorised to act on behalf of the owner if applicable)

Title\*  Given name/s\*  Family name\*

Postal Address\*

Please supply at least one telephone or email below\*

Business  Mobile

Email

*The information on this form is being collected by Council for administrative and assessment purposes. It will be used by Council staff and other organisations for the purpose mentioned and may be included on a public register. Personal information contained on this form will be published on Council's website as required by the GIPA Act 2009. Persons identified on this form may at any time, apply to Council for access or amendment of the information.*

#### OFFICE USE ONLY

File No.:	Fee \$:
Receipt No.:	Receipt Date:
Form No.: 828	Issue Date: 2/2014
Version Number 2	Review Date: 2/2015

## 5 Essential fire safety measures

<b>ESSENTIAL FIRE SAFETY MEASURES</b>	<b>Minimum Standard of Performance *</b> Note: refer to the relevant Australian Standard and Publication date as indicated on the Fire Safety Schedule	<b>Date Assessed *</b> i.e. 12 Aug 2015
Access panels, doors and hoppers to fire-resisting shafts		
Automatic fail-safe devices		
Automatic fire detection and alarm systems		
Automatic fire suppression systems		
Emergency lifts		
Emergency lighting		
Emergency warning and intercommunication systems		
Exit latches (required exit doors)		
Exit signs		
Fire Alarm Communication Link		
Fire control centres and rooms		
Fire dampers		
Fire doors (and self closing devices)		
Fire hydrant systems		
Fire Safety & Emergency Evacuation Procedures		
Fire seals protecting openings in fire-resisting components of the building		
Fire shutters		
Fire Windows		
Hose reel systems		
Lightweight construction		
Mechanical air handling systems		
Path of Travel		
Perimeter vehicle access for emergency vehicles		
Portable fire extinguishers		
Safety curtains in proscenium openings		
Smoke alarms and heat alarms		
Smoke and heat vents		
Smoke dampers		
Smoke detectors and heat detectors		
Smoke doors		
Solid core doors (and self-closing devices)		
Sound systems and intercom systems for emergency purposes		
Standby power systems		
Wall-wetting sprinkler and drencher systems		
Warning and operational signs		
Other -		

Are all measures on the Fire Safety Schedule certified?\*

Yes \*    
  No \* If no, please clarify with further documentation (see Note 3)

## 6 Owner/Agent Declaration

I certify that:

- a) Each essential fire safety measure specified in this statement has been assessed by a properly qualified person and was found, when it was assessed, to be capable of performing:
  - i) In the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule; or
  - ii) In the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented; and
- b) The building has been inspected by a properly qualified person and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Environmental Planning and Assessment Regulation, 2000; and
- c) The information contained in this statement is, to the best of my knowledge and belief, true and accurate (see Note 4)

Please note: if the land is owned by a company (P/L) the signature of at least (1) director residing in Australia is required. If the land is subject to Strata or Community Title, a member of the Owners Corporation or Neighbourhood Association is required.

Agent/owners name (PRINT)\* and

Position held\*

Agent/owners signature\*

Date of "Statement"\*

A copy of this statement (together with a copy of the current Fire Safety Schedule) must be prominently displayed in the building and must be forwarded to Council and the Fire Commissioner of the New South Wales Fire and Rescue, electronically via email to [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au)

## 7 Notes on completing the Annual Fire Safety Statement

### Note 1: What is an Annual Fire Safety Statement?

An Annual Fire Safety Statement is a statement issued by or on behalf of the owner of a building to the effect that each Essential Fire Safety Measure installed in the building or on the land has been assessed by a properly qualified person and was found to be capable of performing to the standard required by the most recent Fire Safety Schedule. The assessment and inspection of an essential fire safety measure or building must have been carried out within the period of 3 months prior to the annual fire safety statement due date.

### Note 2: Do I need to provide Council individual contractor's certificates/reports?

No. The Council and NSW Fire and Rescue only require one (1) statement listing ALL fire safety measures on the Annual Fire Safety Statement. However it is advisable that the owner retains proof of every inspection or test of each fire safety measure.

### Note 3: What if the fire safety measures in the building are different to the current Fire Safety Schedule?

The fire safety measures should be consistent with those listed on the current fire safety schedule for the building. If however, there are fire safety measures, or standards of performance which vary from the current schedule, Council will deem the Annual Fire Safety Statement as non-compliant unless appropriate documentation is submitted to explain any variance with the current fire safety schedule. The owner should provide a copy of the fire safety schedule to all properly qualified persons, so that they can appropriately inspect and verify the performance of each fire safety measure being assessed. For further information refer to Council's website at [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

### Note 4: False or Misleading Statements

A person is guilty of an offence if the person makes any statement, knowing it to be false or misleading in an important respect, in or in conjunction with, any document lodged with a consent authority or certifying authority for the purpose of the Act or this Regulation (Clause 283 of the Environmental Planning and Assessment Regulation 2000).